COMPUTER SPECIALIST – JOB DUTIES

MATH & COMPUTER SCIENCE, LEHMAN COLLEGE

* Computer Classrooms – Gillet 207, 209, 217, 219, 220, 221, 222, 223
  + - Maintain all equipment (workstations, printers, connections) in computer classrooms and Faculty Research Room. Report and repair defective equipment. Maintain projection systems in alliance with MT. Supply paper and markers to rooms as needed. Open rooms for classes between the hours of 9:00am and 4:00pm. Instruct new teachers on the operation and policies of the rooms. Periodically update all rooms with new software releases and patches. Plan each 5/6 year replacement of equipment, which includes product review/recommendation, product ordering, setup of new equipment, creation of master clone, and cloning of all workstations.
* Servers
  + - Maintain and upgrade with ongoing patches two servers: Server Delta, a Novell file server, and Server Comet, a Linux server. Maintain Linux licensing and user accounts each semester. Copy data files to Server Delta as needed. Maintain virus protection on each server.
* Scheduling
  + - Create a schedule of usage of computer rooms listed above for classes each semester. Also schedule usage of rooms for final exams.
* Faculty
  + - * Provide service/support for workstations in faculty offices. Advise faculty on the use of various software. Provide handouts and instructions for computer procedures
* Record keeping
  + - Maintain records of inventory, transfer, and supplies.
* Consultation
  + - Consult with ITRC and MT on common files, subjects, procedures, and versions.